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ABSTRACT

Designed for students participating in the cooperative education program at Tidewater Community College (Virginia Beach Campus), this handbook includes the following information and guidelines: the philosophy of the college and the broad objectives of its cooperative education program; specific student, employer, and college objectives; a description of the administration and operation of the program, including such information as program structure, student eligibility, registration, and fees; and guidelines and responsibilities of the students during their period of employment, including information concerning assignments, attendance, and evaluation. Included in the appendix are hints for developing good interviewing skills and maintaining good impressions after employment. (BM)

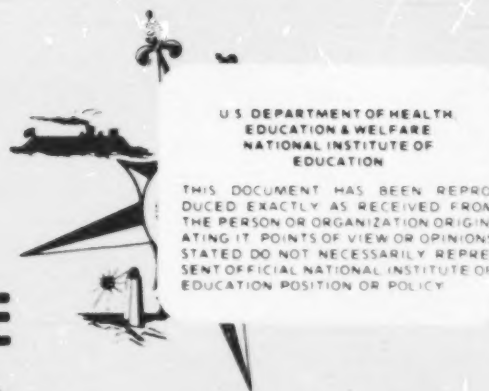
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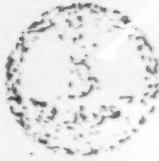
COOPERATIVE EDUCATION HANDBOOK



**TIDEWATER
COMMUNITY COLLEGE
VIRGINIA BEACH CAMPUS**



CE 013 375



COMMONWEALTH of VIRGINIA

Mills E. Godwin, Jr.
Governor

Office of the Governor
Richmond 23219

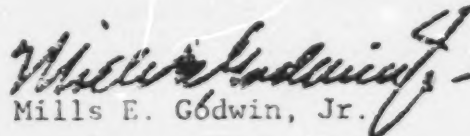
Statement

Cooperative Education, as practiced in Virginia's colleges and universities, enhances the students' career selection judgment and motivates academic learning by providing related work experiences to complement the educational process.

Providing occupationally oriented education, recognizing the dual responsibility for the development of Virginia's youth in both good citizenship and productive employment, is a well accepted principle.

Through the Cooperative Education student, important interfaces are multiplied among public and private business related organizations, and the educational community, promoting increased understanding and providing a direct communication channel for exchanging information and ideas of mutual benefit.

In recognition of Cooperative Education's contribution to more realistic student educational experiences, increased communication opportunities, and mutual understanding, I am pleased to see the participation of public agencies in the Commonwealth and I encourage similar support by the private business sector.


Mills E. Godwin, Jr.



TIDEWATER COMMUNITY COLLEGE VIRGINIA BEACH, VIRGINIA 23453
VIRGINIA BEACH CAMPUS 703 428-0055

COOPERATIVE EDUCATION PROGRAM
OFFICE OF PLACEMENT AND COOPERATIVE EDUCATION

Dear Students:

LET'S FACE IT---lack of experience is the greatest handicap of the student entering the work force. Cooperative Education can substantially reduce this handicap.

Cooperative Education is a unique and exciting educational venture. As a Co-op student, you stand to gain a great deal of extra education in regards to study-related work experience that is not available in your academic work.

This handbook is provided as an aid to the student for successful participation in the Cooperative Education Program. Every Co-op student is expected to become familiar with the contents of this handbook. You should consult it frequently to assure that all requirements are completed at the proper time.

From time to time, additional materials may be sent to you. Any misunderstanding should be promptly directed to the Office of Placement and Cooperative Education. This is your responsibility!

Sincere application to your academic courses and participation in Co-op should give you a better total education. Make the most of your Opportunity!!!

Sincerely,

James L. Antonick
Coordinator of Placement and
Cooperative Education

JLA/sw

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I. INTRODUCTION

PHILOSOPHY OF TIDEWATER COMMUNITY COLLEGE

Tidewater Community College is dedicated to the belief that each individual should be given a continuing opportunity for the development and extension of his skills and knowledge and an opportunity to increase an awareness of his role and responsibility in society. The College is devoted to serving the educational needs of its community and assumes a responsibility to help provide the requirements for trained manpower in its community and assumes a responsibility to help provide the requirements for trained manpower in its region through a cooperative effort with local industry, business, professions, and government.

COOPERATIVE EDUCATION AT TIDEWATER COMMUNITY COLLEGE, VIRGINIA BEACH CAMPUS

The Cooperative Education Program at Tidewater Community College, Virginia Beach Campus is designed to enrich the student's total development by integrating classroom study with well-planned and supervised practical work experience. The objective is to provide a solid foundation for career planning and vocational guidance by giving the student the opportunity to gain an understanding of the work related to his career objectives.

The Cooperative Education Program at Tidewater Community College, Virginia Beach Campus combines work experience with academic study to give the student a more meaningful education. It is based on the principal

that all learning cannot take place in the classroom, and that practical experience can add relevance to education and motivate the student to higher levels of learning and achievement.

The program must be considered in its entirety. A successful Co-op Program involves an interdependent three-way relationship among the student, the employer, and the Community College. Each of the three parties must assume a full share of the responsibility to insure a meaningful and mutually beneficial outcome.

The basic premise at Tidewater Community College, Virginia Beach, is that students and employers receive equal consideration. The college encourages employers to consider long-range commitments on job-stations to be placed in meaningful assignments from year to year.

II. COOPERATIVE EDUCATION PROGRAM AT TIDEWATER COMMUNITY COLLEGE, VIRGINIA BEACH CAMPUS

OBJECTIVES OF THE COOPERATIVE EDUCATION PROGRAM

Student Objectives: As a result of a Cooperative Education experience, the student should be able:

1. To perform with greater competence in the particular work-related skills involved in the specific job held;
2. To evaluate his own interest and performance in the given occupational field and his potential success and advancement in that occupation;
3. To assess realistically the general requirements and responsibilities of successful employment and evaluate his own capacity to comply with such demands;

4. To expect adequate monetary compensation for services rendered;
5. To analyze the job situation in his chosen career within the community to his advantage upon entrance to that career as a full-time employer.

Employer Objectives: Through participation with the College in a Cooperative Education Program, the community employers should be able:

1. To recruit specifically trained employers to meet their own employment needs;
2. To assist in making the educational program of the community college students more realistic and closely related to the community work environment and demands;
3. To maintain a flow of new talent into the entry and mid-management levels of the given work organization;
4. To enhance the working relationship with the College.

College Objectives: Through the successful implementation of a Cooperative Education Program, the college should be able:

1. To provide the students a more meaningful total learning experience in an on-the-job setting in relation to specific orientation and objectives;
2. To make greater use of the existing community resources and facilities for enhancement of the educational programs;
3. To enhance the working relationship between the community and the college;

4. To provide the community with well-prepared technical, semi-professional, para-professional and/or mid-managerial level personnel who have had both theoretical and practical (on-the-job) educational experience related to community-based work situations.

ADMINISTRATION AND OPERATION OF THE CO-OP PROGRAM

The Cooperative Education Program at Tidewater Community College, Virginia Beach, is an optional program open to all students at the college who meet the criteria for participation. The student may elect the Co-op Program as an alternative to the conventional academic program.

Program Structure

Tidewater Community College, Virginia Beach Campus will utilize the "parallel" and "alternate" patterns to provide the educational coordination between academic and work experiences.

1. The Parallel Plan operates as follows: The student is employed in a part-time job meeting program requirements in an industrial concern, business firm, government agency, or service-type organization. The student will work on the average of 15 to 25 hours per week, year-round while attending full-time classes.
2. The Alternating Plan operates as follows: The student is employed in a full-time job meeting program requirements in an industrial concern, business firm, government agency, or a service-type organization. The student may elect to attend classes on a part-time basis as his work schedules permits.

Student Eligibility

All students who have completed the minimum equivalent of three full-time quarters (36 hours) are eligible to enter the Cooperative Education Program at the Virginia Beach Campus, provided they meet the following requirements;

1. The student must present a minimum of a 2.0 grade average for course work completed.
2. The student must be a full-time student at the time of application or in a curriculum for which Cooperative Education or "Field Experience" is mandatory.
3. The student must possess the necessary abilities, interest, personality, and maturity to benefit from the Co-op experience.
4. The student must be employable.

Application Procedure

Students may apply as soon as they have been accepted for full-time enrollment by the college; however, students will not receive work assignments until they meet the Co-op Program requirements for participation.

Students who are interested in the Cooperative Education Program should obtain a "Cooperative Education Personnel Data Form" from their counselor, Division Chairman, or from the Office of Placement and Cooperative Education, and make an interview appointment with the Co-op Coordinator. The Coordinator will conduct an in-depth interview with regard to the student's academic curriculum, career objective, and possible Co-op work assignment.

Registration for Co-op Credit (Participation)

Once the student meets the program pre-requisites for participation, he must make an appointment with the Co-op Office as soon as possible. No one will be allowed to register for a Cooperative Education course until he has been interviewed by the Co-op Coordinator and has completed all application forms. As part of the application procedure, the student must agree to a review of his college transcript and submission of two faculty references.

Because participation in the Co-op Program is optional on the part of the student, it is the student's responsibility to initiate the process.

Academic Credit

One to five credit hours will be allowed for the satisfactory completion of each parallel cooperative work assignment. Five credit hours will be allowed for the satisfactory completion of each alternating assignment.

In order to receive academic credit, the student must be properly enrolled in the appropriate Cooperative Education course. Grading will be based upon satisfactory completion of all assigned Co-op requirements.

Fees

Parallel Plan - Students enrolled for Cooperative Education credit must pay normal full-time tuition rates for the term during which they attend classes full-time.

Alternate Plan - During an alternating work assignment term, the students must pay normal part-time tuition based upon their enrollment in Co-op and other courses.

The Veteran and Cooperative Education

Students applying to the Co-op Program must inform the Co-op Office if they are receiving veteran benefits to avoid payments being jeopardized.

The Veterans Administration has an established benefits rate for students enrolled in "cooperative courses". The Co-op Office will inform interested students of the current applicable rates upon request.

III. THE COOPERATIVE EDUCATION ASSIGNMENT

There are several responsibilities that students have during their period of employment.

Status as an Employee

During the Co-op work assignment, the student is an actual employee of the company or agency for which he works. As such, he is subject to the employer's rules and regulations. The student will conform to the employer's policy governing working conditions, hours, and other matters concerning employment.

It is expected that the student will conform explicitly to these rules and regulations. Failure to do so will subject him to the disciplinary and corrective procedures of the employer and will be reflected in the evaluation record completed for each work period by the employer.

Assignment to Co-op Position

Students desiring to participate in the Co-op Program receive work assignments in three ways. They may:

1. Already be employed in an appropriate position (subject to approval by the college).
2. Secure their own position (subject to approval by the college).
3. Receive the assistance of the Co-op staff in appropriate placement.

In all instances, the employer must be aware of the Co-op Program and be willing to participate in such a way that the on-the-job experience will be a valid educational experience.

Absence from Work Assignments

In case of sickness or other emergency necessitating the student's absence from the work assignment, the employer must be notified as early as possible. Prolonged absence for more than two days should be reported to the Co-op Coordinator. Chronic absenteeism or tardiness from work assignment can seriously jeopardize the student's status with the employer and endanger his Co-op credits.

The student must be on the work assignment regularly and punctually. No special privileges exist except those allowed to other employees. The student must not ask the employer for or take time off for any college requirements without first obtaining the consent of the Office of Cooperative Education.

The student on work assignment for consecutive academic quarters is expected to maintain his on-the-job attendance through the between-quarter breaks.

Lay-Off

If the student is permanently or temporarily laid off, he must notify the Co-op Coordinator IMMEDIATELY. Failure to do so may jeopardize his student status.

Discharge or Desertion of Co-op Assignment

Should the student leave the work assignment without prior approval of the Office of Cooperative Education, or conduct himself in such a way as to cause his discharge, he will be subject to disciplinary action. THIS IS AN EXTREMELY IMPORTANT MATTER AND WILL BE DEALT WITH STERNLY.

Resignation

The Cooperative Education Program is open on a voluntary basis to students who have demonstrated their ability at Tidewater Community College. Once the student accepts employment, he is expected to remain in the program. It is recognized, however, that extenuating circumstances may occasionally arise when a student finds it necessary to resign from the Cooperative Education Program. In taking such action, it must be accepted that a key element in any termination of employment is leaving the job on a basis that will assure subsequent re-employment, if desired, and with the knowledge that your employer will provide a favorable letter of recommendation later on. Accordingly, resignation must be handled with extreme tact and with prior approval from the Office of Cooperative Education. When considering such action your first contact must be with the Office of Cooperative Education, involving a complete and frank discussion of all factors leading up to the intended resignation.

When approved, all resignations must be in writing, addressed to your employer, with a copy to the Office of Cooperative Education. All resignations from the program should normally be done at the end of a given work term; and they must be accomplished at least three weeks prior to the scheduled starting date for the next work term. This deadline is established to insure sufficient time to place another Co-op student in the position vacated.

Student Responsibilities on Work Assignments
First Quarter of Participation

In addition to fulfilling the requirements of the employer, the student must meet certain academic responsibilities during Co-op work assignments. During the student's Co-op assignment, the student must:

1. Be prepared to meet with the Co-op Coordinator twice during the academic quarter. When possible, one of the meetings will take place on the job with the student, Co-op Coordinator and the employer present.
2. Submit by mid-term a report on the topic, "My Employer." Any materials prepared by the employer which describe the nature, products, history, etc. of the company may accompany the report.

The purpose of this report is to encourage the student to learn as much as possible about his employer. Include general information about the organization...history, type of enterprise, functions of the various departments, physical facilities, and facts about the employer (affiliates, locations, number of employees, etc.)

3. Submit by the final week of classes a self-evaluation report.

In this report, the student should discuss the relevancy of the Co-op work assignment to his academic curriculum and/or career objective (was the work experience helpful in either confirming or rejecting the student's interest in the particular occupation?). The student should also discuss in detail his duties and responsibilities including his own critical evaluation as to how well he performed these duties and responsibilities.

Subsequent Quarter of Participation

Student responsibilities are revised and change for each academic quarter the student remains in the Co-op Program. Academic assignments will be individualized where possible to enhance the students learning experience. Students are given the opportunity to participate in the formulation of learning objectives appropriate to their current employment and job description.

The Employer's Evaluation of the Student

At the conclusion of the work assignment, the student's immediate supervisor on the job will submit an evaluation of the student addressing the following recommended topics:

- A. Student dress and appearance on the job.
- B. Student punctuality and dependability
- C. Student interest and initiative.

- D. Student application to assignments.
- E. Quality of the student's work product.
- F. Other appropriate areas as determined by the employer.

Grading

At the end of each Co-op work assignment, the student will be graded in accordance with the grading system outlined in the Tidewater Community College Catalog. The grade will be determined by the Coordinator after reviewing the student's reports and the employer's evaluation along with the Coordinator's own observations.

INTERVIEWING
HINTS TO STUDENTS

Create a Good Impression

Whether the interview is on campus or at the office of the employer, the student should give attention to his appearance. The employer expects to find tendencies of a professional air developing within the applicant. These are first observed during the initial interview. It is, therefore, most important that a good impression be made at that time.

In order to do this, the following tips are listed:

1. The student will be expected to dress appropriately on all interviews arranged for him by the Cooperative Education Program staff.
2. DON'T SMOKE DURING AN INTERVIEW unless invited to do so and never chew gum.
3. The handshake is important. When meeting or departing from a prospective employer, grasp his hand firmly. When a man meets a woman, he usually does not extend his hand unless she does. If one woman is meeting another, either may offer the hand. A soft, weak handshake usually indicates lack of confidence.
4. Don't be afraid to speak when meeting people. Speak up, give your name and the purpose of being there. They will usually direct the conversation from there.

5. Don't be afraid to look directly at the interviewer. A willingness to do so indicates self-confidence.
6. Refrain from "backbiting." If you do not like your present or former employer, do not burden the interviewer with assorted reasons. Try to find something worthwhile to say regardless of how small it may be.
7. Don't make an issue out of salary. The Cooperative Education Program is an educational program, not a financial aid program. While monetary compensation may be an important factor to you, it is not likely that an in-depth discussion at the time of the interview will have any effect on the amount of pay you will receive.
8. Be on time.

EMPLOYMENT

Maintain a Good Impression

1. Be loyal to your employer.
2. Be punctual---because everyone else is late is no excuse for your being late. Be a leader and not a follower.
3. Be regular in attendance.
4. Follow instructions carefully.
5. Keep your eyes and ears open.
6. Ask intelligent questions when necessary and be eager to learn from the experiences of others.
7. Expect rather routine assignments at first, realizing that you must demonstrate your fitness for each increase in responsibility.
8. Remember that you are on a cooperative assignment to learn as much as possible, not to tell others how little you know.
9. Energy, enthusiasm, interest, and initiative help to get and hold jobs. Doing things better than anyone else can do them always attracts the favorable attention of your employer and results in greater security of employment and more rapid progress.
10. Willingness and ability to assume and discharge responsibility will not only develop confidence in the individual but leads the way to advancement. When you have completed one task, look for something else to do. You can frequently fill in at other jobs-- become a valuable cog in the wheel. One of the greatest complaints of employers is that Co-op students do not go on to a second job after finishing the original assignment.

11. Create a good "Co-op image" for yourself and for those who will follow you. Good grooming and neatness make lasting impressions upon participating employers.
12. A student's primary responsibility during the job period is to do his job well. All of the other learning that is possible---knowledge of the community, managing to live on budget, developing responsible living habits, learning to work in harmony with others---are valuable by-products of off-campus experience. The object of industry is production.